



OFFICE OF HUMAN RESOURCES

Isiah Leggett
County Executive

Joseph Adler
Director

MEMORANDUM

February 9, 2010

TO: Executive Branch Department and Office Directors

FROM: Joseph Adler, Director
Office of Human Resources

SUBJECT: Time Keeping and Leave for Friday, February 5, 2010 – Tuesday, February 9, 2010

The purpose of this memorandum is to clarify the status of County Government operations during inclement weather on the above dates and to provide guidance to employees when recording time. Below is a chart showing the beginning and ending dates and times for either declared Liberal Leave periods or General Emergency periods.

Beginning Date	Beginning Time	Ending Date	Ending Time	Status
Friday, February 5, 2010	2:00 p.m.	Saturday, February 6, 2010	5:29 a.m.	Liberal Leave
Saturday, February 6, 2010	5:30 a.m.	Saturday, February 6, 2010	11:59 p.m.	General Emergency
Sunday, February 7, 2010	12:00 a.m.	Sunday, February 7, 2010	11:59 p.m.	General Emergency
Monday, February 8, 2010	12:00 a.m.	Monday, February 8, 2010	11:59 p.m.	General Emergency
Tuesday, February 9, 2010	12:00 a.m.	To be determined	To be determined	Liberal Leave

County Executive Isiah Leggett declared Liberal Leave to be in effect beginning at 12:00 a.m. Tuesday, February 9, 2010. At the time of the issuance of this memorandum Liberal Leave is still in effect and an end time has not yet been declared. Therefore, the Office of Human Resources will provide additional time keeping guidance for the pay period ending February 13, 2010 in the near future.

Liberal Leave means that non-essential employees may use unscheduled annual leave, PTO, LWOP, or compensatory leave without prior supervisory approval. Non-essential Employees who worked on these dates will receive *regular pay* for hours worked in accordance with Montgomery County Personnel Regulations, Section 10-15, *Compensation of employees during a declared liberal leave period or local emergency*, unless the terms of their respective Collective Bargaining Agreement dictate otherwise. There is no liberal leave for essential County employees.

General Emergency pay is additional pay or compensatory time earned by an employee at the regular hourly rate if the employee is required to work during a period of general emergency. General emergency pay is given to the employee in addition to regular pay for the normal hours worked during the declared emergency period.

Due to the inclement weather, some facilities were closed. Montgomery County Liquor stores closed at 5:00 p.m. on Friday, February 5, 2010. The Solid Waste Transfer Station closed at 5:00 p.m. on Friday, February 5, 2010 and will close at 5:00 p.m. on Tuesday, February 9, 2010. All community activities in public facilities (including schools) were cancelled for the evening of Friday, February 5, 2010. County Ride-On bus services and the Bethesda Circulator-trolley were suspended as of 9:00 p.m. on Friday, February 5, 2010. The early closure of facilities normally open after 5:00 p.m. (Liquor stores, and Solid Waste Transfer Station) and the early suspension of Ride-On services after 9:00 p.m. created a situation which applies only to affected staff. Employees who were sent home during their shift or reported but were prevented from working due to the closure of the facilities or the suspension of Ride-On services are eligible to record administrative leave at their regular rate of pay for that portion of their shift occurring after facility closing at 5:00 p.m. or after suspension of Ride-On services at 9:00 p.m.

Employees who were directed to work additional hours at the request of their supervisors will be paid in accordance with the overtime provisions of the Personnel Regulation or governing Collective Bargaining Agreement.

The following guidance is provided for employees to report time worked during the dates listed on the chart above. Questions regarding this information may be directed to Kaye Beckley (240-777-5041) or Lisa Craft (240-777-5075) or by email.

Employees on MCTime may obtain timesheet reporting guidance at:

<http://www.montgomerycountymd.gov/tfittmpl.asp?url=/content/mctime/resources.asp>

Scroll down to Resources to look at the document:

- Guidance for a Declared General Emergency
- In the above Guidance for a Declared General Emergency, wherever “GENxxx” project code is listed, employees should select project code GEN953.

Employees on paper timesheets may obtain guidance below:

Example A --

Non-essential employees who were scheduled and did not work. Use Earnings Code AML for the number of regularly scheduled work hours.

EARN TYPE	REGULAR HOURS	OT EARN TYPE	OVERTIME HOURS	INDEX CODE	PROJECT			GRANT YR	DESCRIPTION	SUN
					CODE	DET 1	DET2			
AML	8.0			Insert normal index code	GEN953				Admin Leave	8.0

Example B --

Essential employees who worked and performed activities directly related to the declared Emergency regardless of whether the day was a normal work day or an unscheduled work day. In the following example, the employee was normally scheduled to work 8.0 hours and actually worked 8.0 hours on 02/06/2010 during the period of the declared general emergency.

EARN TYPE	REGULAR HOURS	OT EARN TYPE	OVERTIME HOURS	INDEX CODE	PROJECT			GRANT YR	DESCRIPTION	SUN
					CODE	DET 1	DET2			
REG	8.0			Insert normal index code	GEN953				Regular Pay	8.0
EMG	8.0			Insert normal index code	GEN953				Emergency Pay for time worked during the period of the declared emergency.	8.0

Example C --

Essential employees who were scheduled to work during the General Emergency and worked on activities related to the General Emergency) and did work for a period that exceeded their normal workday. In the following example, the employee was normally scheduled to work 8.0 hours and actually worked 12.0 hours on 02/06/2010. All 12.0 hours were during the period declared as a general emergency. Hours worked in excess of the employee's normal workday should be compensated with Overtime Pay (OTP or OT2) or with Compensatory Leave Earned (CLE). All normal overtime compensation thresholds apply as outlined in the Montgomery County Personnel Regulations or the collective bargaining agreement.

EARN TYPE	REGULAR HOURS	OT EARN TYPE	OVERTIME HOURS	INDEX CODE	PROJECT			GRANT YR	DESCRIPTION	SUN
					CODE	DET 1	DET2			
REG	8.0	OTP (or OT2)	4.0	Insert normal index code	GEN953				Regular time for the normal scheduled work day. OT for time worked in excess of normal work schedule.	12.0
EMG	12.0			Insert normal index code	GEN953				Emergency Pay for time worked during the period of the declared emergency.	12.0

OR

If employee elects to receive Compensatory Leave instead of Overtime Pay. If the employee is Grade 25 or above, the compensatory leave earned would be 4.0 hours (1x) instead of 6.0 hours (1.5x).

EARN TYPE	REGULAR HOURS	OT EARN TYPE	OVERTIME HOURS	INDEX CODE	PROJECT			GRANT YR	DESCRIPTION	SUN
					CODE	DET 1	DET2			
REG	8.0			Insert normal index code	GEN953				Regular hours for normal scheduled work day. OT for hours worked in excess of normal work schedule.	8.0
		CLE	6.0 (4 hours x 1.5)	Insert normal index code	GEN953				Overtime worked in excess of normal work schedule.	4.0
EMG	12.0			Insert normal index code	GEN953				Emergency Pay for time worked during the period of the declared emergency.	12.0

Example D --

All employees on paid leave status on and did not work. Employee was scheduled to work on 02/06/2010 and was on leave. Use Earnings Code AML for the number of regularly scheduled work hours.

EARN TYPE	REGULAR HOURS	OT EARN TYPE	OVERTIME HOURS	INDEX CODE	PROJECT			GRANT YR	DESCRIPTION	SUN
					CODE	DET 1	DET2			
AML	8.0			Insert normal index code	GEN953				Admin Leave for the number of hours normally scheduled to work.	8.0

Example E --

Essential employees who worked on a scheduled day off. 02/06/2010 was employee's normal day off. The employee worked 8.0 hours during the declared general emergency. The employee should receive Overtime Compensation (OTP) or Compensatory Leave in addition to Emergency Pay for the number of hours worked.

EARN TYPE	REGULAR HOURS	OT EARN TYPE	OVERTIME HOURS	INDEX CODE	PROJECT			GRANT YR	DESCRIPTION	SUN
					CODE	DET 1	DET2			
		OTP	8.0	Insert normal index code	GEN953				Overtime worked on a normal day off.	8.0
EMG	8.0			Insert normal index code	GEN953				Emergency Pay for time worked during the period of declared emergency	8.0

Non-essential employees should not report to work during a declared general emergency period unless the employee's supervisor requires the employee to work. In the event that the supervisor requires a non-essential employee to work and perform duties relating to the emergency or to their critical mission, that employee becomes an essential employee and should be paid General Emergency pay.